

Attachment 6

Inspector General's Recommendation, Pages 47 and 48 (Annex)

Recommended DCI Action:

- a. Approve as modified
- b. Approve
- c. Approve as modified
- d. Defer action
- e. Approve as modified
- f. Approve

### Inspector General's Statement

- a. The present Archives Section in RI Division be abolished.
- b. An Agency Archives be established at the Records Center under the jurisdiction of the DD/S and staffed with a portion of the personnel presently assigned to the Archives Section. Archives material from all components of the Agency would be forwarded to the Agency Archives and maintained under appropriate controls.
- c. The secure area which is presently occupied by the Archives Section, and that portion of the personnel not transferred to the new Agency Archives, be retained by the DD/P and designated as the Archives Unit, Files Section. The functions of the group would be to provide storage space for the

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material now on hand, to process this backlog into the Agency Archives, to maintain appropriate logs of the DD/P holdings in the Agency Archives, and to serve as the liaison point between the Agency Archives and DD/P components.

d. The operating components be directed to assume full responsibility for the screening and processing of any documentation being forwarded to Archives. This includes the automatic desensitization of [REDACTED] material as 25X1A2g 25X1A provided in [REDACTED], and the processing of such material into the records system if this has not previously been done.

e. The non-DD/P components of the Agency deal directly with the Records Center and discontinue the practice of forwarding material through DD/P channels.

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[REDACTED]

DD/P Comment

a. Concur with modification: It is presently planned to complete the abolition of Archives Section before the move to the new building. However, this requires a gradual phasing-out because of the diverse nature of the records now being

**TOP SECRET**

processed in Archives, and because of the managerial advantages of having this Section answerable directly to the Branch Chief while the phasing-out progresses. Space limitations preclude the addition of all the present Archives documents to RID/Files. These documents must be analyzed to separate them into the historical archival collection and the currently used references for name checkers. Many, it is believed, can be destroyed in the process.

b. Concur: The recommendation of the Inspector General has been discussed with the DD/S who joins me in concurring with this proposal.

c. Concur with modification. See paragraph a. above.

d. Defer action: This will be accomplished after the establishment of the central retrieval system at which time the documents covered will be brought under machine control. When this period of records handling is attained, the present desk-held files will no longer be used for central reference purposes and can be retained for archival

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or historical purposes, or may be destroyed. The amount of detail involved in bringing this material under the central retrieval system requires that it be accomplished centrally rather than by individual operating components which lack the detailed records knowledge necessary to do a uniform job.

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retired project of which it is a part. I concur that the Office of Communications material may be handled directly by that office. The recommendation of the Inspector General has been discussed with the DD/S who is in accord with this modification.

f. Concur. This is being done.

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